Workday NACUBO Function Analysis Module Overview

This Quick Reference Guide (QRG) is designed to help employees navigate the UBI module, Workday NACUBO Functional Analysis. Function is a worktag that is used to categorize activities by mission or purpose. UVA Finance is required to report to NACUBO (National Association of College and University Business Officers) and other agencies based on Function. The Workday NACUBO Functional Analysis module allows you to see variance from last year FY22 to this year FY23. It is important to understand how your area is using the function worktag. The Function worktag is setup to default for most spend transactions. It is important to make sure those defaults are correct. The default may be correct for most of use cases for that Gift/Designated, but not all. In those cases, it is important to make sure those entering transactions understand when to change the function worktag. One important area to review and make sure is set up correctly is employee payroll costing allocations.

This report contains filter boxes and tables with different views to see the data in relation to the selected filters.

Institutional Support table:
Schools should NOT be using Institutional support function codes. This table shows the amount of money spent using this Function code. This should be fixed immediately to ensure no transactions hit Institutional Support function codes in the future.

MBU Level filter:
Select your MBU. The school/non-school filter will automatically be selected.

Fund filter:
Optional filter. **Fund Level 3** allows you to filter between Operational and Non-Operational. **Fund Level 2** allows you to filter between State and Local.

Month filter:
Select the most recent completed month.

Comparison by Function table:
This table allows you to compare your FY22 spend by Function that happened in Oracle compared to your FY23 spend by Function that has happened thus far in Workday. This table can help you see where change in Function usage is happening.
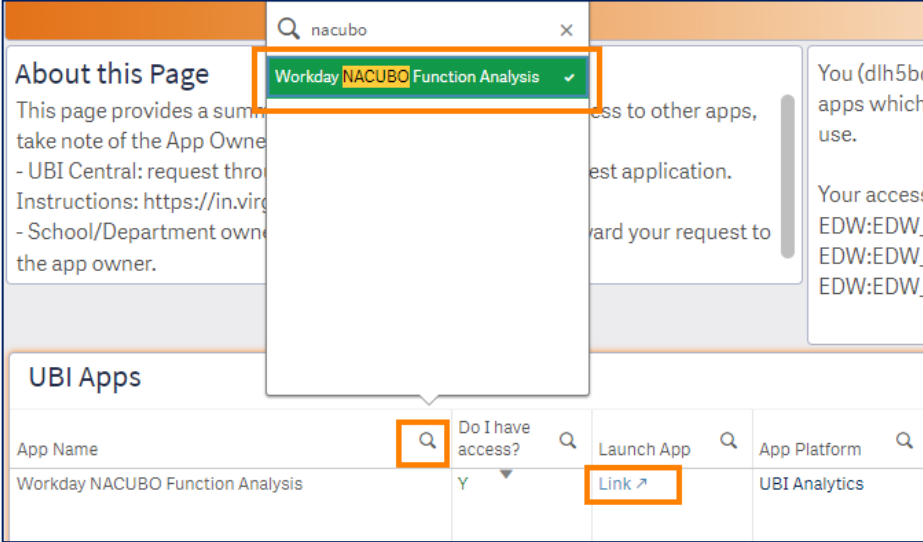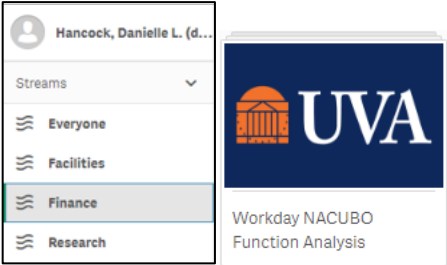
Comparison by MBU table:
This will mostly be used by central finance for comparison across MBUs.

Function filter:
Optional filter. **Function Level 2** allows you to filter by the highest level of Function hierarchy. **Function Level 1** is the next level down in the Function hierarchy. Function allows you to filter at the individual **Function** level.

Procedure: Workday NACUBO Function Analysis (UBI)

Do one of the following to gain access to UBI. For more UBI Portal navigation tips, See UBI Portal QRG.

1.

| To access by the...	Do this...
UBI User Hub (centralized hub that provides access to *all* the modules you have access to regardless of platform)	• Go to this link: https://ubihub.admin.virginia.edu/ *If link doesn't work – copy & paste into browser. • Search for "NACUBO" in the **App Name** field. • Select **Workday NACUBO Function Analysis** • In the Launch App Column, click the link to open the app.
UBI Analytics Hub (provides access to the streams and apps you have access to on the UBI Analytics platform)	• Go to: https://qsenseprod.admin.virginia.edu/hub/ *If link doesn't work – copy & paste into browser. • Select **Finance** under *Streams*. • Click the top part of the **Workday NACUBO Function Analysis** thumbnail.

2. Select the <u>top</u> of the **Function Usage Pivot by Function** sheet thumbnail.
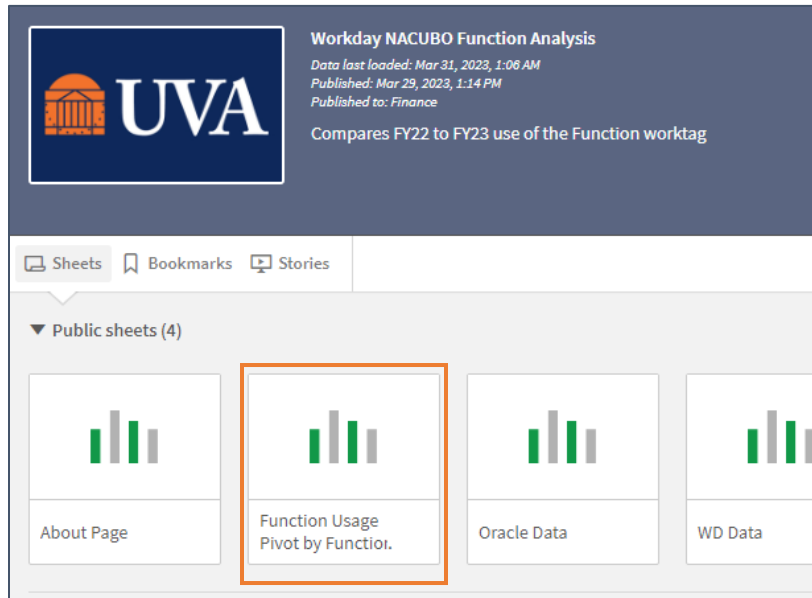
3. Select the most recent completed month in the **Month** filter box. Click the **green check** mark.
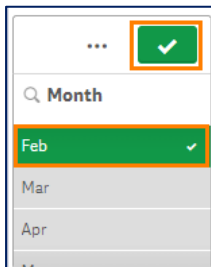
4. Select your MBU in the **MBU Level** filter box. Click the **green check** mark.
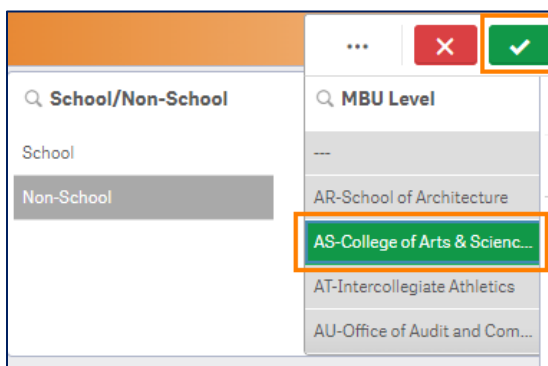
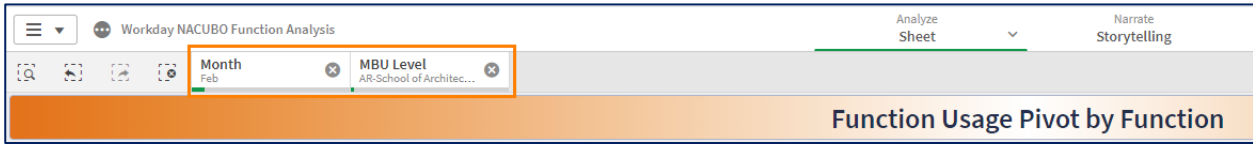| NOTE	The **School/Non-School** filter is selected automatically when you select the MBU. You can also select School or Non-School to select all schools or non-school MBUs instead of selecting an MBU.

5. Select other optional filters.
   - **Fund** Filter Box
     - o **Fund Level 3** - Select Operational or Non-Operational hiearchy level
     - o **Fund Level 2** – Select State or Local hiearchy level
     - o **Fund** - Select the individual Fund
   - **Function** Filter Box
     - o **Function Level 2** – Select Function hiearchy level (highest level)
     - o **Function Level 1** – Select Function hierarchy level (next level down)
     - o **Function** – Select the individual Function

6. Review the Tables based on the selections made in the filter boxes.

NOTE	You can review the filters you selected by looking at the top of the UBI screen above the orange title bar. ![Screenshot of Workday NACUBO Function Analysis showing Month: Feb and MBU Level: AR-School of Architec... filters, with "Function Usage Pivot by Function" title]

Institutional Support $ in Schools Table

Institutional Support $ in Schools	
MBU Level	**FY23 $ Inst Supp in Schools**
Totals	**183,961**
████████████████	183,961

NOTE	Schools should not use an Institutional Support Function code. This table is designed to quickly show schools if they have used an Institutional Support Function code. To see more information, select the plus sign next to FNH098 Institutional Support, in the Comparison by Function table. This will show you the breakdown of which specific Function(s) in the Institutional Support hiearchy you have spent against, so you can find those transactions. If you are in a school, please make sure to update any Payroll Costing Allocations that are associated with an Institutional Support Function code.

Comparison of Function Table

Totals:
The total for each column can found in the top row under the column header.

Function Filters:
You can set the Function filters to those specific ones you want to view in the Function Filter box in the module or using the Function filter boxes in this table.

Plus/Minus Sign:
Click on a Plus sign to open the hiearchy level listed to find a more granular look at spend for that Function hiearchy.
Click the minus sign to close the more granular look.

Comparison by Function
Changes >=5% are highlighted

Function Level 2 🔍							
Function Level 1 🔍							
Function 🔍	Values						

	FY22 $	FY23 $	$ Variance	YoY % Change	FY22 %	FY23 %	% Variance
Totals	18,165,910	20,219,933	2,054,023	11.3%	100.00%	100.00%	-0.0%
⊕	0	7	7		0.00%	0.00%	0.0%
⊖ FNH093 Instruction	9,330,614	8,187,442	-1,143,172	-12.3%	51.36%	40.49%	-10.9%
⊕ FNH047 General Academic Instruction	8,606,251	8,152,314	-453,937	-5.3%	47.38%	40.32%	-7.1%
⊕ FNH051 Instructional Information Technology	724,363	35,129	-689,235	-95.2%	3.99%	0.17%	-3.8%
⊕ FNH094 Research	1,046,905	2,199,261	1,152,356	110.1%	5.76%	10.88%	5.1%
⊕ FNH095 Public Service	231,698	78,064	-153,634	-66.3%	1.28%	0.39%	-0.9%
⊕ FNH096 Academic Support	2,214,012	6,910,888	4,696,876	212.1%	12.19%	34.18%	22.0%

FY22 $:
In this column, you will find the amount of money spent in Oracle last fiscal year based on the filters selected (month, MBU, etc.).

$ Variance:
In this column, you will see the difference in the amount of money from FY22 to FY23 based on the filters selected.

FY22 %:
In this column, you will find the percentage of money spent in Oracle last fiscal year based on the filters selected (month, MBU, etc.).

% Variance:
In this column, you will see the difference in the percentage of money spent from FY22 to FY23 (two columns to the left of this column) based on the filters selected. Anything equal to or greater than a 5% change is highlighted.

FY23 $:
In this column, you will find the amount of money spent in Workday this fiscal year based on the filters selected (month, MBU, etc.).

YOY % Change:
In this column, you will see the difference in the amount of money as a percentage Year over Year from FY22 to FY23 (the first two columns) based on the filters selected.

FY23 %:
In this column, you will find the percentage of money spent in Workday this fiscal year based on the filters selected (month, MBU, etc.).

Comparison by MBU Table

This table uses the same columns as the **Comparison by Function** table listed above but was designed for central Finance use to show the MBU breakdown. If you are a school, these numbers should be the same as the total line in the **Comparison by Function** table.

Comparison by MBU
Changes >= 5% are highlighted

MBU Level 🔍	FY22 $	FY23 $	$ Variance	YoY % Change	FY22 %	FY23 %
Totals	548,927,466	557,553,234	8,625,767	1.6%	100.00%	100.00%
	15,056,167	16,168,043	1,111,876	7.4%	2.74%	2.90%
	7,937,778	6,850,338	-1,087,441	-13.7%	1.45%	1.23%
	71,668,553	83,765,974	12,097,422	16.9%	13.06%	15.02%
	56,636,787	63,113,747	6,476,960	11.4%	10.32%	11.32%
	397,628,181	387,655,132	-9,973,049	-2.5%	72.44%	69.53%

NOTE	You can find more guidance on the Function worktag with definitions and example in the Function Worktag Overview document.